

## **300 Administrative Employees**

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### **301 Creating a Position**

- Standard Application for Teaching Positions in Pennsylvania Public Schools . See Personnel Plan
- Announcement . Position Opening . See Personnel Plan
- Personnel File Worksheet . See Personnel Plan
- Administrative Evaluation and Compensation Plan . See Personnel Plan
  - Organizational Chart
  - Position Description, Administrative Director
  - Position Description, Principal
  - Position Description, Assistant Director-Adult Programs and Curriculum
  - Position Description, Business Administrator
  - Position Description, Supervisor of Licensed Practical Nursing
  - Position Description, Network Administrator
  - Position Weight Forms
  - Salary Calculation Worksheets
  - Administrator Evaluation Form
  - Salary Increase Guide
  - Goal Process

### **302 Employment of Administrative Director**

### **303 Appointment of Superintendent of Record**

- Superintendent of Record Responsibilities

### **304 Employment of Administrators**

### **305 Employment Contract**

- Professional Contract . See Personnel Plan

### **306 Physical Examination**

### **307 Disqualification by Reason of Health**

### **308 Abolishing a Position**

### **309 Assignment and Transfer**

### **310 Suspensions and Furloughs**

### **311 Evaluation of the Administrative Director**

### **312 Evaluation of Administrative Employees**

### **313 Nontenured Employees**

### **314 Disciplinary Procedures**

- Guidelines . Disciplinary Procedures . See Personnel Plan

### **315 Outside Activities**

### **316 Freedom of Speech Non-School Settings**

### **317 Political Activities**

### **318 Gifts**

### **319 Tobacco Use**

### **320 Personnel Files**

### **321 Dress and Grooming**

- 322 Complaint Policy**
- 323 Management Team**
- 324 Salary and Working Periods**
  - Administrative Staff Working Periods and Salary Ranges . See Personnel Plan
- 325 Job Related Expenses**
  - Monthly Expense Voucher . See Personnel Plan
- 326 Professional Growth Guidelines**
  - Professional Education Plan (Act 48) . See Strategic Plan
  - New Teacher Induction Plan . See Strategic Plan
- 327 Sick Leave**
  - Staff Absence Reporting Form . See Personnel Plan
- 328 Severance Pay**
- 329 Family and Medical Leave Act**
  - Family and Medical Leave Act Summary . See Personnel Plan
  - Family and Medical Leave Act Application . See Personnel Plan
  - Other Leaves . Summary . See Personnel Plan
- 330 Personal Leave – Paid**
  - Refer to Policy 429 for Staff Absence Reporting+Form . See Personnel Plan
- 331 Uncompensated Leave**
  - Refer to Policy 429 for Staff Absence Reporting+Form . See Personnel Plan
- 332 Sabbatical Leave for Restoration of Health and Professional Development/  
Occupational Exchange Leave**
  - Guidelines for Sabbatical leave . See Personnel Plan
  - Guidelines for Compensated Professional Leaves . See Personnel Plan
  - Application for Professional Development/Occupational Exchange Leave, Sabbatical Leave-Restoration of Health . See Personnel Plan
- 333 Vacations and Holidays**
- 334 Drug and Substance Abuse**
  - Drug and Substance Abuse Summary . See Personnel Plan
- 335 Non-Discrimination in Employment/Contract Practices**
  - Non-Discrimination Grievance Report . See Personnel Plan
  - Accommodation Request Form . See Personnel Plan
- 336 Prohibiting Harassment and Violence**
  - Report Form for Reports on Complaints of Sexual Harassment and Harassment because of Race, Color, Religion, Age of Forty or More, National Origin, Ethnicity and Disabilities . See Personnel Plan
- 337 Disability Leave of Absence/Continuation of Insurance Benefits for Disabled Employees**
- 338 Privacy of Individually Identifiable Health Information (HIPPA) Application for Disability Leave . See Personnel Plan**
- 339 HIV Infection**
- 340 Acceptable Use of Internet and Computers**